

*Minnesota State University, Mankato*  
**Article 22 Professional Development and Evaluation**  
**Schedules for**

**Faculty with Continuing Probationary Appointment**

*No later than:*

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| <p><b>21 August 2017</b><br/> <b>27 August 2018</b><br/> <b>26 August 2019</b></p>          | <p>1. Faculty member submits Professional Development Progress Report (PDR) along with appropriate documentation to the dean. (<i>Faculty with first-year probationary appointments in past year submitted their PDR last May.</i>)<br/> 2. <i>Optional: Faculty member may choose to submit a draft of the next Professional Development Plan (PDP) which will be reviewed following completion of the PDR review. (Refer to #9 below.)</i></p> |
| <p><b>22 August 2017</b><br/> <b>28 August 2018</b><br/> <b>27 August 2019</b></p>          | <p>3. The dean forwards the PDR to the department through the chair.</p>   |
| <p><b>1 September 2017</b><br/> <b>7 September 2018</b><br/> <b>6 September 2019</b></p>    | <p>4. Chair provides department and chair comments on PDR to the faculty member.<br/> 5. Chair sends PDR, along with the department and the chair comments, to the dean.</p>   |
| <p><b>22 September 2017</b><br/> <b>28 September 2018</b><br/> <b>27 September 2019</b></p> | <p>6. Dean meets with the faculty member to discuss PDR and the next PDP.<br/> 7. The dean provides a written assessment of the PDR to the faculty member.</p>   |
| <p><b>25 September 2017</b><br/> <b>1 October 2018</b><br/> <b>30 September 2019</b></p>    | <p>8. Faculty member reviews PDR assessment and submits a response to the dean.<br/> 9. Faculty member submits a draft of a new Professional Development Plan (PDP) to the dean. (The faculty member may have submitted the PDP draft earlier.)</p>  |
| <p><b>2 October 2017</b><br/> <b>8 October 2018</b><br/> <b>7 October 2019</b></p>          | <p>10. The dean sends all PDR materials to Human Resources for inclusion in the faculty member's file.<br/> 11. The dean forwards the PDP draft to the department through the chair.</p>   |
| <p><b>9 October 2017</b><br/> <b>15 October 2018</b><br/> <b>14 October 2-19</b></p>        | <p>12. Chair provides department and chair comments on PDP to the faculty member.<br/> 13. Chair sends PDP, along with the department and the chair comments, to the dean.</p>   |
| <p><b>23 October 2017</b><br/> <b>29 October 2018</b><br/> <b>28 October 2019</b></p>       | <p>14. The dean provides written comments on the PDP draft to the faculty member.</p>  |

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| <p><b>3 November 2017</b><br/> <b>9 November 2018</b><br/> <b>8 November 2019</b></p>   | <p>15. Faculty member reviews comments, and submits a written response to the dean along with a final version of the PDP.</p>  |
| <p><b>6 November 2017</b><br/> <b>12 November 2018</b><br/> <b>11 November 2019</b></p> | <p>16. The dean sends all PDP materials including any final comments from the dean to Human Resources for inclusion in the faculty member's file.<br/> 17. The dean sends a copy of all these materials to the faculty member.</p> |
| <p><b>27 August 2018</b><br/> <b>26 August 2019</b><br/> <b>24 August 2020</b></p>      | <p>1. Faculty member submits Professional Development Progress Report (PDR) along with appropriate documentation to the dean.</p>  |